



Date Adopted: 09/03/2002

Date Revised: _____

Title: Geographic Information System Coordinator

FLSA: Exempt

General Purpose:

Under administrative direction of the Information Systems Manager, performs work of routine difficulty in the development, implementation, coordination, utilization and implementation of a City-wide Geographic Information System (GIS). Personally performs both routine and complex tasks of both a technical and administrative nature necessary to develop and operate the system. Provides technical support for related software. This job class does not have any supervisory responsibilities.

Distinguishing Characteristics:

This is the full journey level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are knowledgeable of the operating procedures and policies within the work unit. This position may receive technical and functional supervision from professional and technical staff. While the work is primarily performed for the Public Works Department, the position provides support to multiple user departments throughout the City. Successful performance of the work requires advanced technical skills in addition to the ability to interpret and explain technical concepts to non-technical users. GIS Coordinator is distinguished from the Information Systems Technician position by the responsibility for maintenance of specialized and dedicated technology systems, such as GIS, as compared to the Technician's more generalized technical support responsibilities involving physical installation, assembly, configuration and maintenance of the personal computer network linking all City Departments.

Essential Duties and Responsibilities:

Prepares, collects, organizes and inputs data to build a digital database of City's utilities.

Performs routine data management tasks, such as data validation and correction, queries and editing in GIS as well as relational database manager.

Performs textual and point digitization of graphic data related to City's infrastructure.

Prepares engineering drawings and maps, standard detail drawings with use of GIS or computer-aided design (CAD) system.

Operates GIS workstation. Troubleshoots hardware and software problems.

Aids City Staff in production of standard and customized maps or plots.

Undertakes minor field surveys.

Performs management and administration of geospatial data, including integration and maintenance of commonly used GIS data within a shared enterprise GIS database.

Provides technical support and guidance to other City departments in GIS database design, connectivity, access, and quality assurance.

Prepares, collects, organizes and inputs data to maintain and enhance the GIS database for all geospatial data.

Integrates hardware (PDAs, GPS, servers, etc.) with GIS software and development of interfaces between GIS and other city applications according to standard IS methodologies.

Responds to customer requests for geographic information.

Provides intermediate administration of the Windows based operating systems, including data security, hardware problem identification, configurations, system updates and documentation.

Provides intermediate administration and support to City database systems, including deficiency correction in databases, problem resolutions, data integrity, and documentation.

Assists with end-user and system support within Information Services Division, when needed and/or as requested.

Assists with Budget preparation.

Evaluates GIS system design and operation and makes recommendations that satisfy user demands.

Manages independent contractors.

Performs other duties as required in support of system and users.

Minimum Qualifications:

Knowledge of:

Principles, practices, terminology and trends in geographic information systems usage and modern land based mapping application theory.

City and related department regulations, policies and procedures relative to area of assignment.

Applications of and ability to use computer operating systems and various software programs, including network software.

Modern office procedures, methods and computer equipment.

Global Position System (GPS) data collection utilities.

Microsoft Windows NT and Microsoft Office 2000 Technology.

Auto desk and ESRI tools including AutoCAD and ArcView or similar software.

Ability To:

Plan and create Open Database Connectivity (ODBC) compliant databases.

Determine most appropriate software and data resources.

Coordinate the work of outside consultants.

Prepare professional quality maps.

Develop GIS demos.

Integrate GIS data for City and County Uses.

Train others in GIS techniques.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel and twist while working on computer equipment, peripherals, and ancillary equipment; perform simple grasping and fine manipulation; use telephone and write and use keyboard to communicate; see small text and numbers on maps; routinely move equipment weighing up to 30 pounds.

While performing duties, the employee is regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Education, Experience, and Training:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Associate of Arts Degree with major course work in geography, information systems, computer science, urban planning or engineering.

Experience: Three years progressively responsible experience in cartography, mechanical drawing, paraprofessional engineering, civil engineering or drafting.

Training: Any recent training, such as academic courses and certification programs, which are relevant to this job classification

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.